

## **22.2 Clinical Services**

The Clinical Vice President has identified that there is considerable overlap between the Clinical Services and Skin Cancer Sub Committees and it is time to reconsider the remit of the committees, which currently meet on alternate months with similar membership requirement.

The proposal is to merge skin cancer into the Clinical Services Sub-Committee. The Committee will meet on a monthly basis to move projects forward more quickly in support of the CSU work streams.

### **THE CLINICAL SERVICES SUB-COMMITTEE OF THE EXECUTIVE COMMITTEE OF THE BRITISH ASSOCIATION OF DERMATOLOGISTS CONSTITUTION**

#### **1. Purpose of the Subcommittee**

The Clinical Services Subcommittee (CSSC) of the British Association of Dermatologists provides practical assistance on the provision of dermatology services for the benefit of patients. The advice and guidance it produces will be applicable across all service providers and commissioners and is intended to improve practice and includes patient pathways, skin cancer, private practice and developing technology

- advise the BAD Executive Committee on aspects of Service Delivery and provision issues across the UK.
- advise BAD members on all aspects of service delivery, patient pathways and skin cancer services for 18 week-wait and 2 week-wait services
- develop service standards and accreditation to enable providers to evaluate performance with the aim of improving practice
- respond to enquires of other individuals concerned with delivery of dermatology service e.g. Clinical Commissioning Groups (CCGs) commissioners and Trusts.
- where necessary facilitate discussion and provide guidance to stakeholders and or members to resolve service issues.
- Produce supporting information and guidance for key issues affecting service delivery and provision along with service development and improvement initiatives.
- comment on national guidelines in response to government directives which affect the NHS and dermatology services
- act as an interface with other relevant bodies such the NHS Improvement, NHS England, the Department of Health, patient groups, BDNG, PCDS, NICE, RCP, medical associations, Local authorities, CCGs, trusts etc as required
- act as an interface with other relevant bodies and groups such the NHS England, Peer Review Team, Cancer Network Leads, Trusts, Clinical Commissioning Groups (CCGs) commissioners, NICE, MFG, PCDS, BDNG, RCP, medical associations.

#### **2. Relationship to the BAD Membership and Executive Committee**

The CSU Subcommittee is formed by and answerable to the Executive. It will represent the membership of the British Association of Dermatologists. The Clinical Vice-President will chair the subcommittee and represent it at the Executive Committee meetings and in their absence the Honorary Secretary will take on this responsibility.

### **3. Membership of the CSSC**

- The CSSC will be composed of a Chairperson (Clinical Vice-President), the Honorary Secretary, CSU Clinical Services Manager, a subcommittee administrator who shall be a member of the BAD administrative staff, and committee members representing each of the NHS areas of England\* along with joint representation for Scotland, Wales and Northern Ireland. Specialist Interest Groups representation may also be required where relevant however it is likely committee members will provide this as a dual role.
- Membership of the CSSC will normally be open to Ordinary or Honorary Members of the British Association of Dermatologists for regional representation. Specialty grade doctor and Trainee representation on the committee are normally made via request to the respective Committee Chairs. Individuals from other membership categories of the British Association of Dermatologists may be appropriate for membership of the subcommittee but this should be discussed with the Officers of the Executive of the British Association of Dermatologists before they are appointed.
- Expressions of interest will be invited through the British Association of Dermatologists Newsletter or other mailings. Informal approaches to candidates will be made when certain expertise is required, or regional area vacancies are likely to affect recruitment. The Chairperson will bring these expressions of interest to the next CSSC meeting for discussion and may appoint directly thereafter.
- The Chairperson will have the power to co-opt additional members as required following approval by the Officers of the Executive Committee.

### **4. Terms of Office for members of the CCSC**

- The Clinical Vice-President will act as Chairperson for the duration of their two-year term. This will terminate at the end of the Clinical Vice-President post.
- Members shall serve for a two-year term renewable for a further year with further extensions when their expertise is required by the CSU or due to recruitment issues.
- The Honorary Secretary shall serve for the duration of tenure in their post.
- After completing their terms of service, members are eligible to stand for reselection to the CCSC after three years.

### **5. Agenda and Minutes**

The Chairman and subcommittee administrator shall prepare the agenda for meetings. Minutes will be taken by the administrator and distributed to members of the CSSC in a timely fashion. Actions from the committee meeting should be prioritised and undertaken at the end of the meeting. Copies of minutes and

action dates will be circulated to the President and Honorary Secretary of the British Association of Dermatologists.

**6. Financial Arrangements**

The British Association of Dermatologists shall bear the costs of a meeting room and facilities at BAD House for the committee. These shall be arranged through the subcommittee administrator.

Travel expenses shall be paid to members representing the British Association of Dermatologists or co-opted by it.

The Officers, who will seek the approval of the Executive Committee at their discretion, must approve any decision of the CCSC involving expenditure by the British Association of Dermatologists.

**7. Frequency of Meetings**

The CSSC will meet every month totalling ten meetings a year (normally on the third Thursday of the month i.e. January, March, May, September and November). Committee members are expected to attend all meetings where possible with due notification given if they are unable.

**8. Review of Subcommittee Activity**

The Chairman shall prepare a CSSC report along with their CVP report for the Annual General Meeting (AGM) of the British Association of Dermatologists. The Executive Committee will review the purpose and progress of every subcommittee in January each year.